

BILL NO. G-96-08-17

GENERAL ORDINANCE NO. G. 20-96

**AN ORDINANCE AMENDING POLICY NUMBER 6.14 B.
2. AND 6.14 B. 3. a. OF THE CITY'S POLICY AND
PROCEDURE MANUAL.**

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF
THE CITY OF FORT WAYNE, INDIANA:

SECTION 1. Policy Number 6.14. B. 3. a. will become Policy Number 6.14

B. 2. m.

NUMBER 6.14 DISCIPLINARY ACTIONS

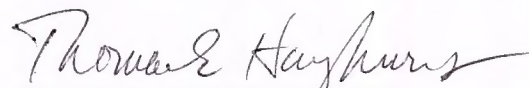
B. PROCEDURE

2. Certain work infractions are considered so serious as to require an employee's


IMMEDIATE DISCHARGE. They are as follows:

m. Reporting to work under the influence of intoxicating beverages or
drugs.

SECTION 2. That this Ordinance shall remain in full force and effect from
and after its passage and any and all necessary approval by the Mayor.


Council Member

APPROVED AS TO FORM
AND LEGALITY


J. TIMOTHY MCCAULAY, CITY ATTORNEY

Read the first time in full and on motion by Hay Hurst,
and duly adopted, read the second time by title and referred to the
Committee on Regulations (and the City Plan Commission
for recommendation) and Public Hearing to be held after due legal notice, at
the Common Council Council Conference Room 128, City-County Building, Fort
Wayne, Indiana, on _____, 19____, the _____ day of
_____, M., E.S.T. _____, at _____ o'clock

DATED: 8-27-96

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Hay Hurst,
and duly adopted, placed on its passage. PASSED
by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	<u>8</u>			<u>1</u>
BENDER	<u>✓</u>			
CRAWFORD	<u>✓</u>			
EDMONDS				<u>✓</u>
HALL	<u>✓</u>			
HAYHURST	<u>✓</u>			
HENRY	<u>✓</u>			
LUNSEY	<u>✓</u>			
RAVINE	<u>✓</u>			
SCHMIDT	<u>✓</u>			

DATED: 9-10-96

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne,
Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL)

(SPECIAL) (ZONING) ORDINANCE RESOLUTION NO. 9-20-96
on the 10th day of September, 19 96

ATTEST:

Sandra E. Kennedy (SEAL)
SANDRA E. KENNEDY, CITY CLERK DD Schmidt
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on
the 11th day of September, 19 96,
at the hour of 11:30 o'clock P., M., E.S.T.

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 12th day of September,
19 96, at the hour of 8:00 o'clock A, M., E.S.T.

Paul Helmke
PAUL HELMKE, MAYOR



The City of Fort Wayne

Paul Helmke, Mayor

**BOARD OF PUBLIC
SAFETY/HUMAN
RESOURCES
PAYNE D. BROWN**

Memo

To: MEMBERS OF COMMON COUNCIL

From: PAYNE D. BROWN, DIRECTOR/ PUBLIC SAFETY/HUMAN
RESOURCES

Date: August 23, 1996

Re: POLICY NUMBER 6.14 B.2.

The City of Fort Wayne has adopted a zero tolerance policy when it pertains to the use of illegal narcotics.

Current policy implements progressive discipline for an employee found to be working under the influence of an illegal narcotic. We believe such behavior is cause for immediate dismissal.

DIGEST SHEET

TITLE OF ORDINANCE GENERAL

DEPARTMENT REQUESTING ORDINANCE HUMAN RESOURCES

SYNOPSIS OF ORDINANCE POLICY NUMBER 6.14 B. 3. a. IS MOVED AND INCORPORATED AS POLICY NUMBER 6.14 B. 2. m. IN THE POLICY AND PROCEDURE MANUAL. EMPLOYEES REPORTING TO WORK UNDER THE INFLUENCE OF INTOXICATING BEVERAGES OR DRUGS MAY NOW BE TERMINATED IMMEDIATELY.

EFFECT OF PASSAGE EMPLOYEES REPORTING TO WORK UNDER THE INFLUENCE OF INTOXICATING BEVERAGES OR DRUGS MAY BE DISCHARGED IMMEDIATELY.

EFFECT OF NON-PASSAGE POLICY AND PROCEDURE REMAINS THE SAME.

MONEY INVOLVED (DIRECT COSTS, EXPENDITURES, SAVINGS) _

ASSIGNED TO COMMITTEE (PRESIDENT) _____

CITY OF FORT WAYNE/CITY UTILITIES

POLICY AND PROCEDURE

SUBJECT: DISCIPLINARY ACTIONS

NUMBER: 6.14 PAGE: 1 of 4
EFFECTIVE DATE: AS ADOPTED BY CITY
COUNCIL ON NOVEMBER 9, 1993

A. GENERAL

1. Supervisors are responsible for enforcing work rules and policies fairly and impartially among all employees under their direction. In administering such regulations, it is recognized that corrective action must be taken on occasion to correct unacceptable employee behavior.
2. All disciplinary actions taken must be recorded on NOTICE OF EMPLOYEE DISCIPLINE or NOTICE OF PROPOSED EMPLOYEE SUSPENSION OR TERMINATION forms. A copy of the employee discipline form shall then be forwarded to the Human Resources Department.
3. Discipline involving demotion, suspension or termination shall require a hearing before a neutral party to hear all evidence relative to the discipline and to provide the employee the opportunity to present evidence on his/her behalf to refute pending allegations. A decision will be rendered within five (5) working days.
4. It should be emphasized that supervisors are not always required to go through all of the steps of this disciplinary procedure. Corrective action may begin at any step depending on the seriousness of the offense committed. In addition, the supervisor may repeat any of the steps of this procedure when he/she feels it is necessary. If there is any doubt as to what step is appropriate, the Human Resources Director should be consulted.
5. The following guidelines constitute the policy of the City of Fort Wayne/City Utilities. It is recognized that all infractions cannot be addressed in this policy, however, latitude shall be accorded supervisors to cover specific circumstances.

B. PROCEDURE

1. In order to insure the orderly and efficient operation of the City and, in particular, to assure the safety and welfare of the employees and City property, all employees are required to conduct themselves while on City premises as competent, responsible and mature work force members.

CITY OF FORT WAYNE/CITY UTILITIES

POLICY AND PROCEDURE

SUBJECT: DISCIPLINARY ACTIONS

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NUMBER 6.14

2. Certain work infractions are considered so serious as to require an employee's IMMEDIATE DISCHARGE. They are as follows:
 - a. Dishonesty including any deliberate falsification or misrepresentation, misleading or incorrect information in connection with the preparation of City records, including an application for employment.
 - b. Falsifying own time card, or intentionally "clocking in or out" another employee's time card.
 - c. Stealing, sabotage, willful damage, abuse, or destruction of City property, tools, or equipment, or the property or equipment of a customer or another employee, or failure to report any of the above.
 - d. Removal from City premises of any City property, or the property of others, without proper authorization.
 - e. Possession or consumption of intoxicating beverages or illegal drugs on City property.
 - f. Insubordination, including refusal to perform work required by a working leader.
 - g. The use of abusive or threatening language toward fellow employees, customers, guests or supervisors.
 - h. Fighting, coercing, interfering with or threatening bodily injury to other employees, customers, or supervisors.
 - i. Immoral or indecent conduct.
 - j. Sleeping during assigned working hours.
 - k. Accepting other employment while on an authorized leave of absence for illness or debilitating injury.
 - l. Effective April 22, 1994, possession of a weapon by City employees while on duty, while on City property, or while on a City job site unless authorized as set forth below, is strictly prohibited. A "weapon" shall be defined as any firearm or other instruments of violence. Authorized possession occurs only when:
 - (1) the employee with a weapon subject to licensing is appropriately licensed through the appropriate licensing authority; and the employee has received written permission from his/her Division Director, Department

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Manager, and the Public Safety Director to possess said weapon; or

(2) the employee is a Police Officer; or

(3) the employee possesses the weapon in connection with and while undergoing training by the Ft. Wayne Police Department.

3. The following examples of work misconduct shall constitute grounds of disciplinary action on a progressive basis UP TO AND INCLUDING DISCHARGE:

- a. Reporting to work under the influence of intoxicating beverages or drugs.
- b. Disorderly conduct, or any conduct which is disrespectful of the rights of others.
- c. Carelessness or recklessness causing damage to, defacement or destruction of building, equipment or other City property, or the property of others.
- d. Excessive absenteeism (defined as two or more excused or unexcused absences in a month following a verbal reprimand within a six-month period), tardiness, or early quits.
- e. Unauthorized or unreported absences, tardiness or early quits.
- f. Posting, writing on, or defacing bulletin boards, walls, equipment, or other material or altering, or removing notice therefrom.
- g. Leaving regularly assigned work location without first securing immediate supervisor's permission.
- h. Leaving the City premises without punching time card.
- i. Failure to observe department work-hour schedule: starting time, quitting time, rest and meal periods.
- j. Willful carelessness or improper performance of duties.
- k. Use of City materials, time, vehicle, or equipment without consent of management for unauthorized purposes or for personal use.
- l. Radios or television sets on City property without specific permission.
- m. Willful deliberate or repeated violation of City safety rules.

BILL NO. G-96-08-17

REPORT OF THE COMMITTEE ON
REGULATIONS
REBECCA J. RAVINE - THOMAS E. HAYHURST - CO-CHAIR
ALL COUNCIL MEMBERS

WE, YOUR COMMITTEE ON REGULATIONS TO WHOM WAS
REFERRED AN (ORDINANCE) (~~XXXXXXXXXX~~) amending policy numbers
6.14B.2 and 6.14 B.3.a. of the City's policy and procedure manual

HAVE HAD SAID (ORDINANCE) (~~XXXXXXX~~) UNDER CONSIDERATION
AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID
(ORDINANCE) (~~XXXXXXXXXX~~)

DO PASS

DO NOT PASS

ABSTAIN

NO REC

Thomas Hayhurst ✓

Rebecca Ravine

Richard Hall

Mark Young

John P. Henry

D. B. Smith

John A. Crumley

Robert A. Bepko

Thomas Hayhurst

DATED: 9-10-96

Sandra E. Kennedy
City Clerk